



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** LNR Natural Resources Grants Assistant

*\*\*Re-Advertise\*\**

**OPEN:** November 6, 2023

**EXEMPT:** Yes

**SALARY:** (7-8) \$20.07-\$25.96/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** November 20, 2023

**JOB CODE:**

**DIVISION:** Restoration

**DEPARTMENT:** Natural Resources

**SUPERVISOR:** LNR Natural Resources Grants

**VACANCIES:**1

**JOB SUMMARY:** Under the direction of the Natural Resources Grants Manager, the incumbent will coordinate with LNR Division Managers, LIBC Funding Office, OMB, Contracting and Accounting Departments to administer awarded grant funds, process grant contracts with funding agencies, assist with grant applications and contracts, and ensure for compliant and timely expenditure of grant funds.

The Natural Resources Grants Assistant is a natural resources administration position that serves as administrative support to the LNR Division Managers under the direction of the LNR Natural Resources Grants Manager. The incumbent provides the necessary capacity to help meet Lummi Indian Business Council (LIBC) Treaty reserved rights to hunt, gather, and harvest within the Nation's Usual and Accustomed Areas per the Point Elliot treaty of 1855, including the LIBC established interim goal of mid- 1980's salmon harvest towards a moderate living from fishing through hatchery production per LIBC resolution 2015-042. To support the interim salmon harvest goal, the LIBC directed the Lummi Natural Resources Department to expedite salmon habitat restoration actions per the LIBC South Fork Nooksack Chinook Disaster Declaration RESO 2021-159 to avoid a repeat of the 2021 salmon mortality event where 2,500+ South Fork Nooksack Chinook died because of degraded habitat and adverse effects of climate change.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Assist the Natural Resources Grants Manager with: preparing the LIBC budget form, using the LIBC accounting system to track budgets on a quarterly basis, coordinate drawdown of funds and submission of billings to granting agencies, and ensure for accurate and timely expenditure of grant funds. This will include assisting LNR with processing paperwork with appropriate signatures to activate grant agreements and obtain new account numbers.
2. Maintain a file of BIA Authority to Obligate (ATO) funds and list of these grants by year.
3. Submit invoices for payment after approval by appropriate manager. Track invoices by subcontractor as well as issues relating to payment of invoices.

4. Support the LNR managers with grant applications as needed; this may include obtaining signatures for documents, budget development assistance, mailing applications, or data entry into an online system.
5. Support LNR managers with contract packets and update contract database.
6. Required to attend weekly meetings with supervisor.
7. Required to attend trainings when directed by supervisor.
8. Perform other duties assigned by the immediate supervisor within the general scope of work described.

**MINIMUM QUALIFICATIONS:**

Grade 7

- High School Diploma or GED; and
  - One (1) year of experience.

Grade 8

A High School Diploma or GED; and

- Two (2) years of experience; OR
- Associate degree.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Demonstrated experience in customer service principles and practices.
- Ability to pay attention to detail, effective utilization of time during regular business hours, and the ability to meet task objectives in a timely fashion.
- Demonstrated experience using MS Word, Excel, and Outlook, and the internet.
- Must maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass a skills test using Microsoft Excel
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires Criminal Background Check

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.